



USER MANUAL

Prepared for The Belinda Stronach Foundation
– School Mapping Site

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1. Introduction to the Belinda Stronach Foundation's school mapping site

a. Purpose of the site

This site is developed to assist the Belinda Stronach Foundation share information with and communicate with Aboriginal children in all grades. It consists an on-line database that stores information on schools that Aboriginal people attend in provinces, territories and in First Nations communities. It also includes a managed website which uses a map to shows the school information and can be visited by public.

b. How to reach the site

Below lists the information about how to reach the site by both public users and administrators:

Site Title: ABORIGINAL POPULATED SCHOOLS IN CANADA

Public User site's URL: <http://www.leclairinfo.com/aboschool/>

Administrator's site's URL: <http://www.leclairinfo.com/aboschool/admin>

Administrator's site login credential:

User: admin

Password: siteadmin123!

2. Site Features

a. The public site features the following functions:

- A web site to display single or multiple school information on web map. Information of a school may include: School name, Address, Postal Code, Position information in longitude and latitude (if applied), and school picture (if available). It will also include the number of students enrolled and the level of connectivity (if available).
- A navigation system to browse schools by province, region / district, grade and Aboriginal specific;
- A search function to search school by title.

b. The administrator's site provides the following functions:

- A password protected administration site to browse / search schools, add a new school, modify existing school information and delete closed ones.
- Print selected or all schools' information
- Import / Export schools' information

3. Using the public site

The home page of the public site is shown in Figure 1:

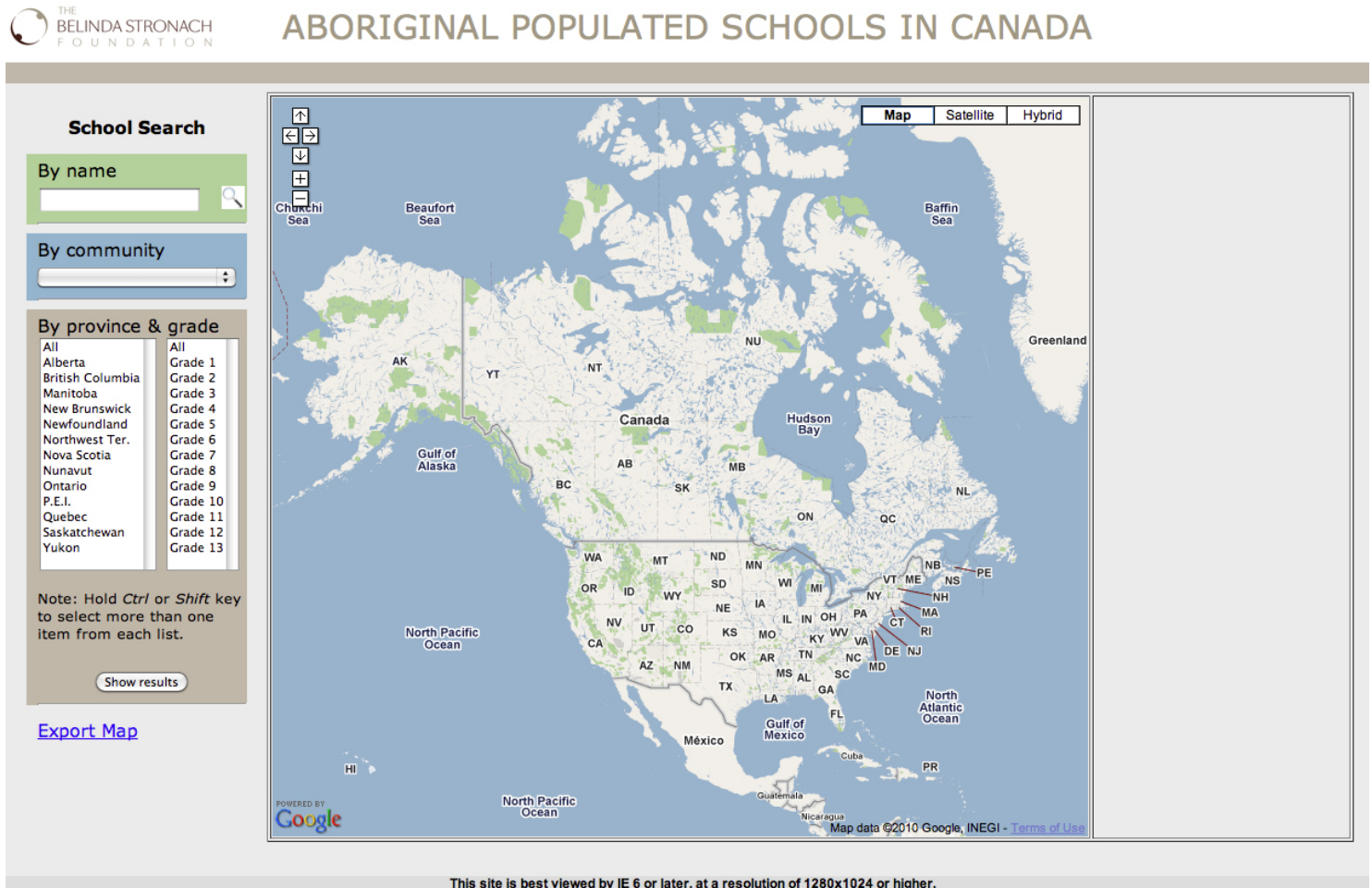


Figure 1: Home Page


The left panel has placeholders for users to input keyword and perform certain actions. The middle panel contains with a map, which will show marks to represent selected schools. The right panel will report the list of schools that are searched by a user. From the home page, a user can perform following actions:

- Search schools by name
- Search schools by community
- Search schools by province and grade
- Export current schools' information
- Using Google map with schools marked

The detailed instructions about each action are listed below.

a. Search schools by name

A user can type few letters in the “By name” textbox and click search icon. A list of schools whose name contain the letters will show up at the right panel and the map in the middle will be marked as well, see Figure 2.



ABORIGINAL POPULATED SCHOOLS IN CANADA

School Search

By name

By community

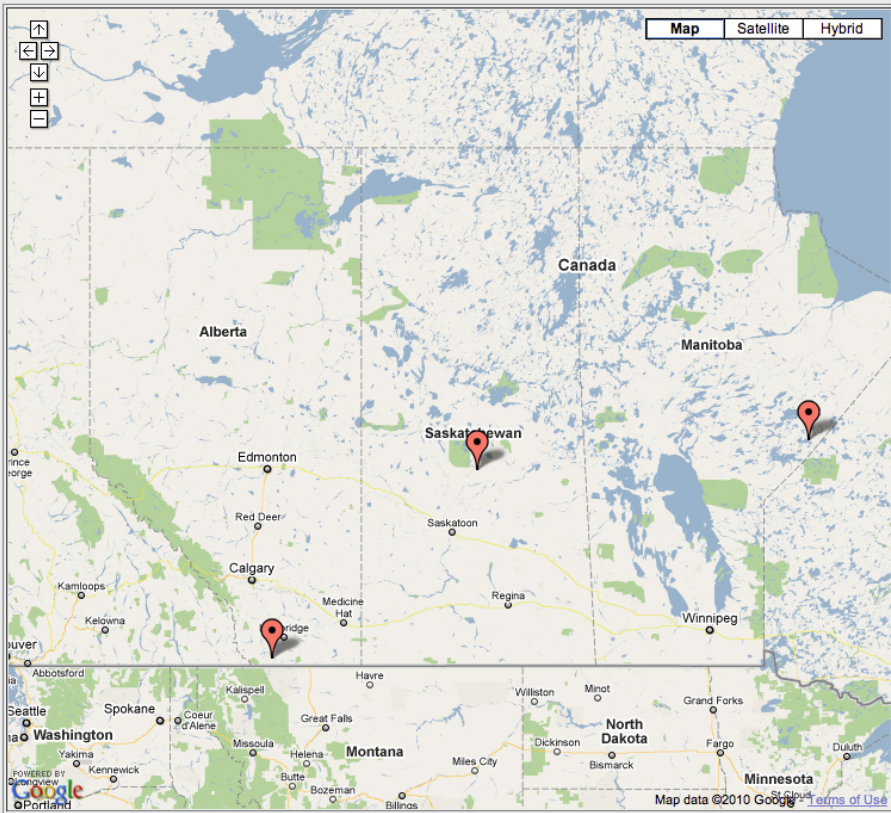
By province & grade

<ul style="list-style-type: none"> All Alberta British Columbia Manitoba New Brunswick Newfoundland Northwest Ter. Nova Scotia Nunavut Ontario P.E.I. Quebec Saskatchewan Yukon 	<ul style="list-style-type: none"> All Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12 Grade 13
---	--

Note: Hold Ctrl or Shift key to select more than one item from each list.

4 schools are found.

- [Little Red Education Centre](#)
- [Mildred Hall School](#)
- [Red Crow Alternate High School](#)
- [Red Sucker Lake School](#)



Map data ©2010 Google [Terms of Use](#)

[Export Map](#)

This site is best viewed by IE 6 or later, at a resolution of 1280x1024 or higher.

Figure 2: Search schools by name

b. Search schools by community

A user can also search schools by particular community. To do this, a user can click on the dropdown list under “By community”. As soon as the selected community change, the schools that belong to the community will show up in both middle and right panel, see Figure 3.



ABORIGINAL POPULATED SCHOOLS IN CANADA

School Search

By name

By community
 Alexis Nakota Sioux Nation

By province & grade

All	All
Alberta	Grade 1
British Columbia	Grade 2
Manitoba	Grade 3
New Brunswick	Grade 4
Newfoundland	Grade 5
Northwest Ter.	Grade 6
Nova Scotia	Grade 7
Nunavut	Grade 8
Ontario	Grade 9
P.E.I.	Grade 10
Quebec	Grade 11
Saskatchewan	Grade 12
Yukon	Grade 13

Note: Hold **Ctrl** or **Shift** key to select more than one item from each list.

[Show results](#)

[Export Map](#)

Map controls: Map, Satellite, Hybrid

1 schools are found.
[Alexis Elementary Junior High School](#)

Map data ©2010 Google - [Terms of Use](#)

This site is best viewed by IE 6 or later, at a resolution of 1280x1024 or higher.

Figure 3: Search by community

c. Search schools by province and grade

A user can also use the combination of province and grade. To do that, a user can select one or more province from the left of the “By province & grade” list and one or more grade from the right list and then click on “Show results” button. The result schools list will show, as in Figure 4.



ABORIGINAL POPULATED SCHOOLS IN CANADA

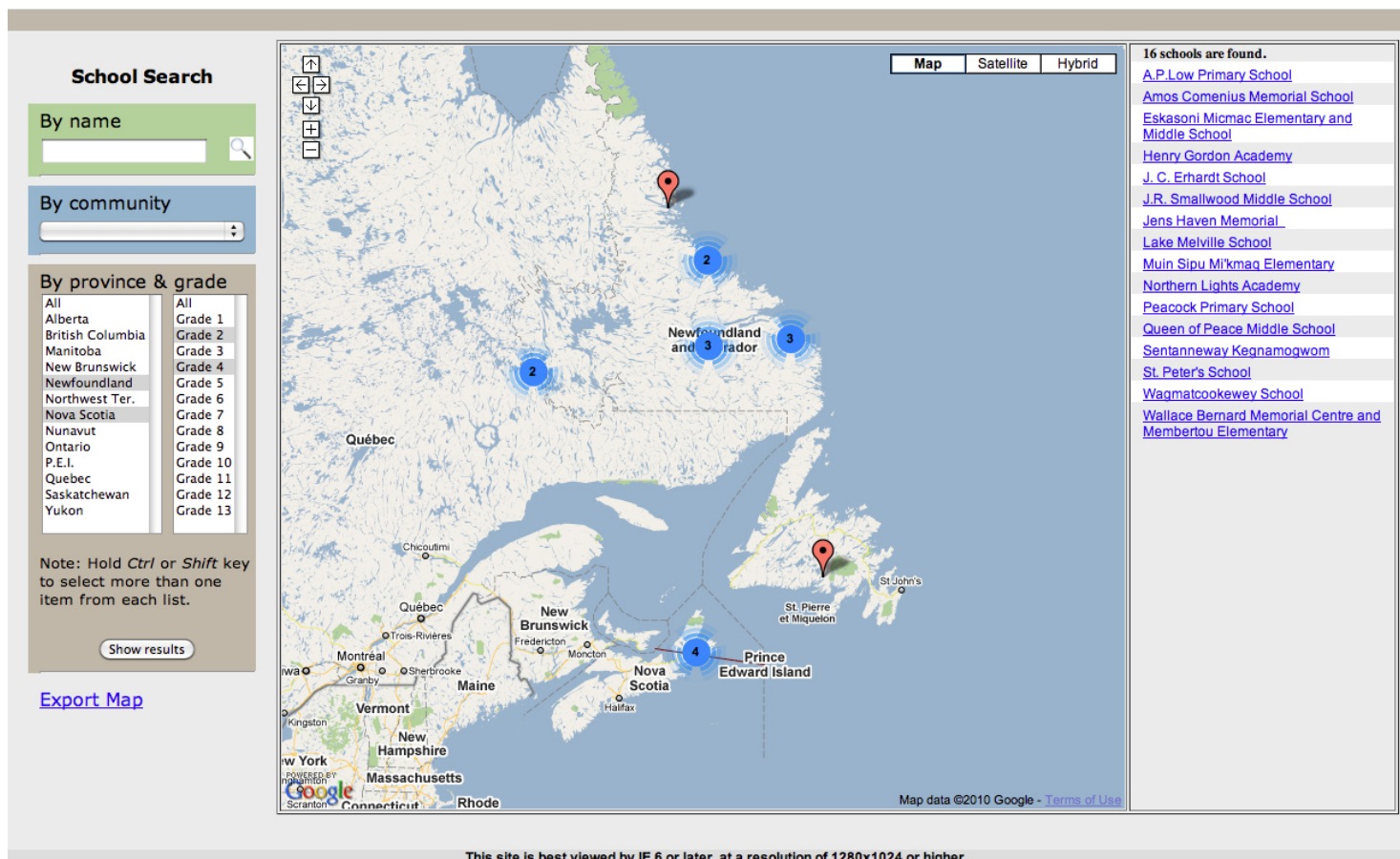


Figure 4: Search by provinces and grades

d. Export current schools' information

After a user searched for a list of schools, he / she can export the map by click the “Export Map” link. It will then open a new window as in Figure 5.

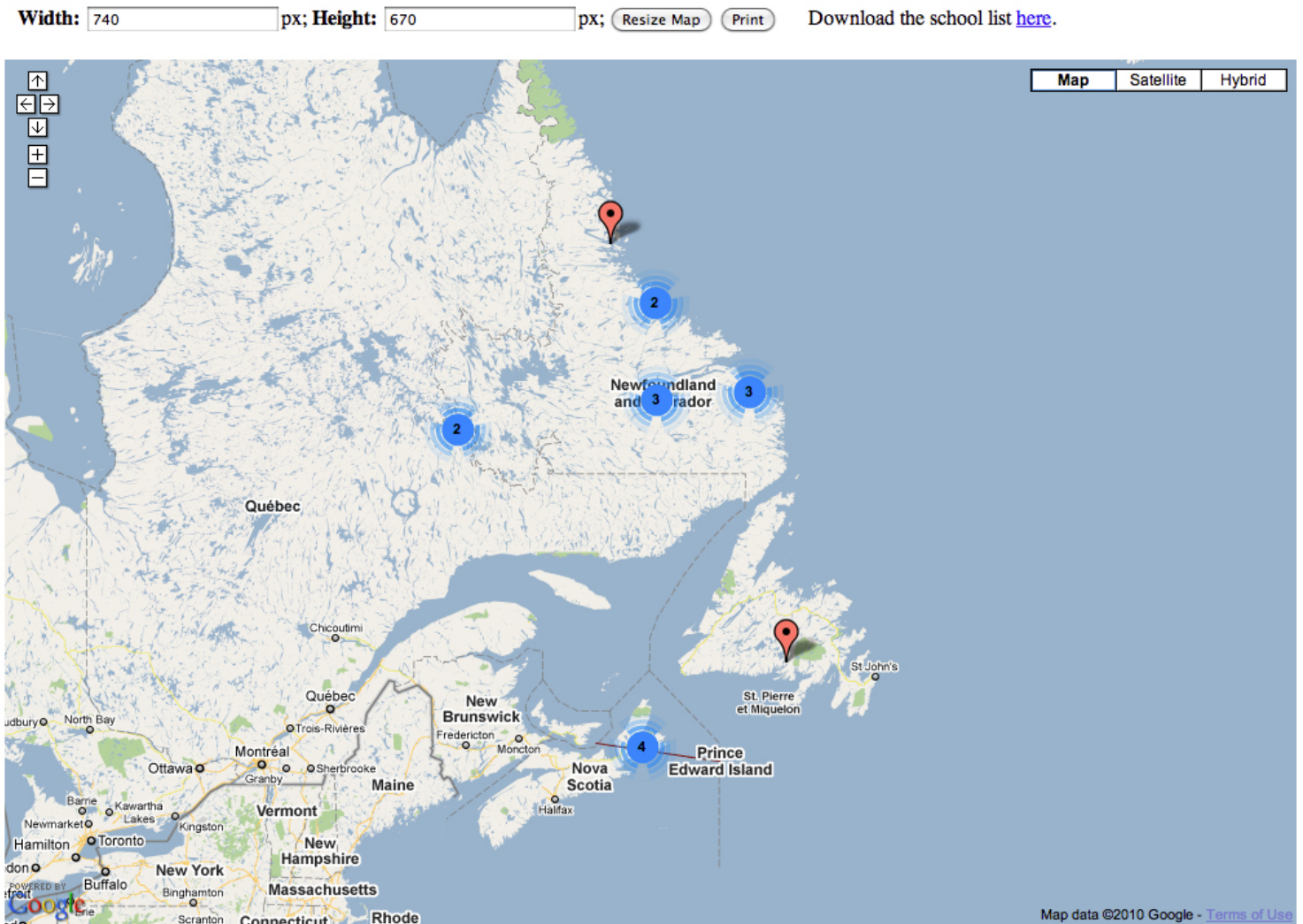


Figure 5: Export Map

From this new window by clicking “here” link, a user can download a spreadsheet that contains the information of all selected schools.

A user can also adjust the map size by inputting different values in the “Width” and “Height” fields and click “Resize Map” button. After the map is redrawn, it can be printed by click on the “Print” button.

e. Using Google map with schools marked

The middle panel contains a map powered by Google. In addition to the standard functions the Google provides, the map is marked by multiple icons. Some represent one school's location and others represent multiple schools that are located at the same place, as in Figure 6.

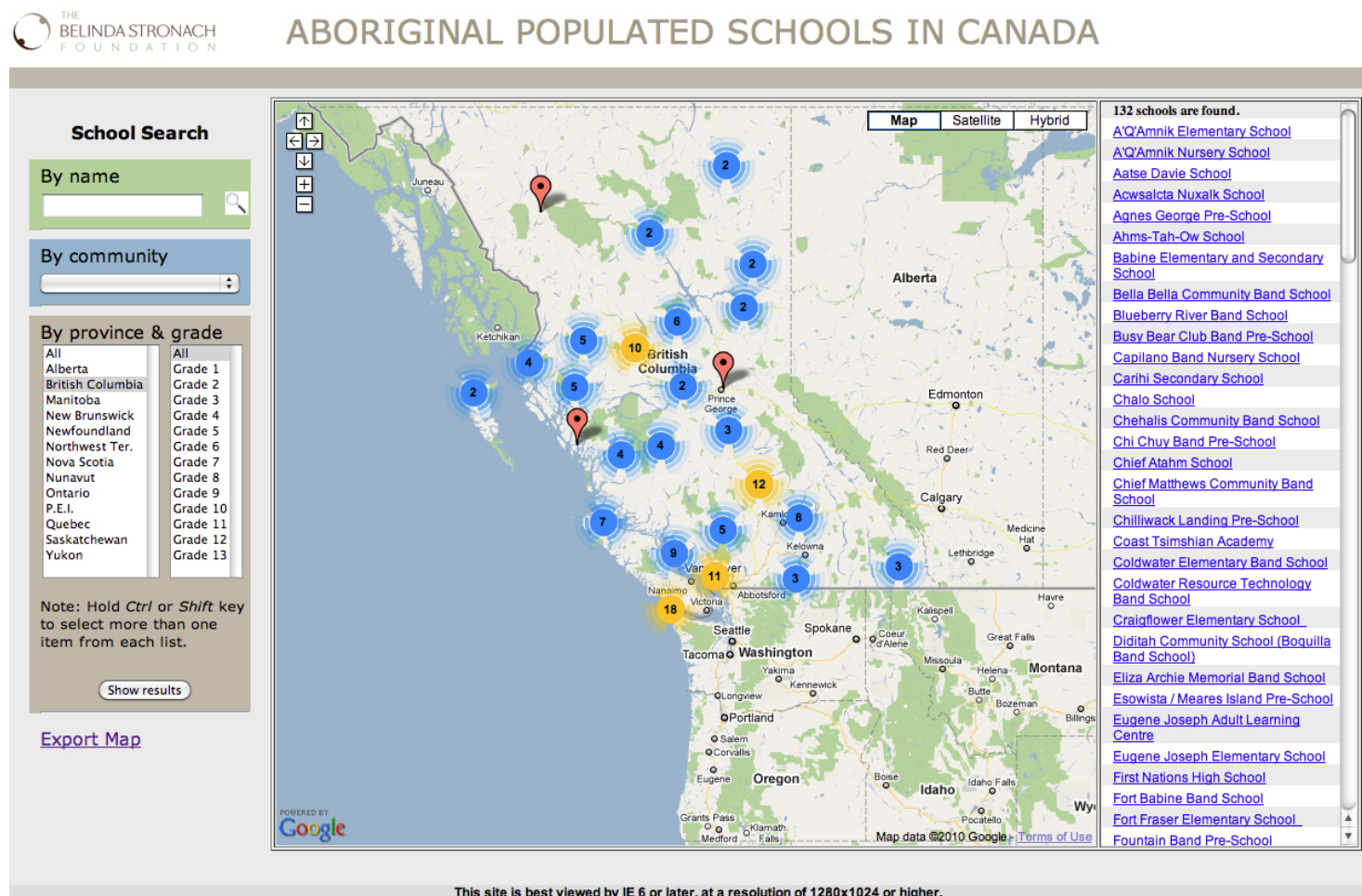





Figure 6: Map with school markers

In which,  : represents Single school. Click one will show detailed information about the school.

 : Multiple but less than 10 schools is too close to be separately marked

 : Multiple but less than 100 schools is too close to be separately marked

 : Multiple more less 100 schools are too close to be separately marked

4. Using the administrator's site

The login page of the administrator's site is shown in Figure 7.

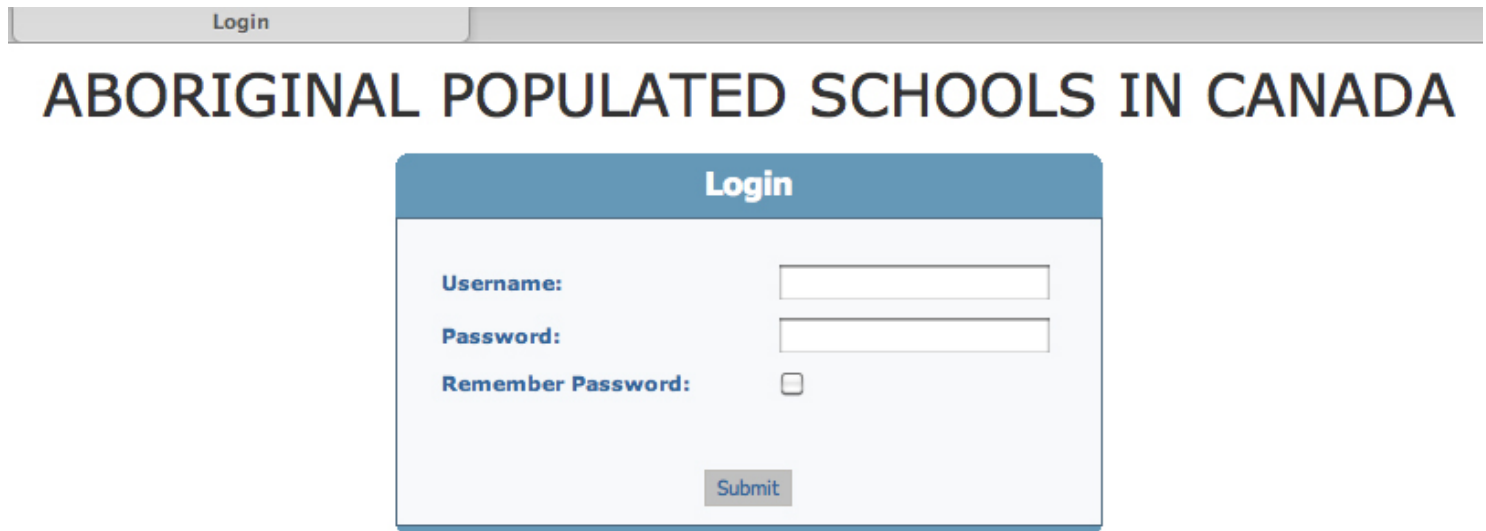


Figure 7: Admin site - Login page

After login, an administrator can perform the following actions:

- Browsing existing schools' information by page
- After login,
- Searching schools
- Advanced searching
- Adding a new school
- Inline-adding a new school
- Updating a existing school
- Deleting a existing school
- Import more schools
- Export all schools
- Export selected school's information
- Print selected school's information
- Print the information of the schools that are listed on the current page
- Print the information of all schools

The detailed instructions about each action are listed below.

a. Browsing existing schools' information by page

After login, the home page looks like Figure 8.

ABORIGINAL POPULATED SCHOOLS IN CANADA

Logged on as admin Log out Advanced search Export results Print this page Print all pages Import

Search for:

Criteria: ☒ all ☐ any

[Add field](#) [Show options](#)

School Name:

Province:

Postal Code:

Details found: 751

Page 1 of 76

Records Per Page:

Schoolinfo

<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
School ID	1	School Name	Alexis Elementary Junior High School
Address	Box 27, Glenevis, Alberta	Province	Alberta
Postal Code	T0E 0X0	Aboriginal Specific	Alexis Nakota Sioux Nation
Min Grade	1	Max Grade	8
Latitude	53.840195	Longitude	-114.607769
School Picture	AlexisNSNS.jpg	Website	http://www.alexised.ca/
Number of Student Enrolled		The Level of Connectivity	
Description		The Level of Connectivity	
Description		Description	
Telephone		Fax	
Contact Person		Contact Email	
Connect Type Local Access		Connect Type Transport	
Connect Speed Up		Connect Speed Down	
Telecom Supplier		Future Connect Type	
Future Connect Date		Connectivity Note	
Note			

[1 2 3 4 5 6 7 8 9 10] Next : Last

Figure 8: Admin site - Home page

A user can specify number of schools displayed on the page (10, 20, 30, 50, 100, and 500). He / She can then go through each page using the navigation section at the bottom of the page.

b. Searching schools

A user can use the left panel to search for schools. Number of search criteria can be combined, e.g. as seen in Figure 9.

ABORIGINAL POPULATED SCHOOLS IN CANADA

Logged on as admin Log out Advanced search Export results Print this page Print all pages Import

Search for:

Criteria: ☒ all ☐ any

[Add field](#) [Show options](#)

School Name:

Province:

Postal Code:

Details found: 1

Page 1 of 1

Records Per Page:

Schoolinfo

School ID	741		
School Name	Alexis Arrowmaker School		
Address	P.O. Box 70 Wekweeti		
Province	Northwest Territories		
Postal Code	X0E 1W0		
Aboriginal Specific	Wekweeti First Nation		
Min Grade	1		
Max Grade	9		
Latitude	64.095045		
Longitude	-114.205649		
School Picture			
Website	http://www.tlcho.ca/tlichocommunityservices/ourschools/alexisarrowmakerschool		
Numberof Student Enrolled	27		
The Levelof Connectivity			
Description			
Telephone	(867) 713-2100		
Fax	(867) 713-2200		
Contact Person	Rod Ogden - Principal		
Contact Email	rogden@dogrib.learnnet.nt.ca		
Connect Type Local Access			
Connect Type Transport			
Connect Speed Up			
Connect Speed Down			
Telecom Supplier			
Future Connect Type			
Future Connect Date			
Connectivity Note			
Note			

Figure 9: Admin site - Search

c. Advanced searching

A user can also do advanced searching using any criteria that are available in the database. To do that, click on the "Advanced search" button in the top navigation bar. The advanced search page will be open, as seen in Figure 10.

Schoolinfo - Advanced search

Search for: ☒ All conditions ☐ Any condition

	NOT			
School ID	<input type="checkbox"/>	Contains		
School Name	<input type="checkbox"/>	Contains	Alexis Arrowmaker Scho	
Address	<input type="checkbox"/>	Contains		
Province	<input type="checkbox"/>	Contains	Northwest Territories	
Postal Code	<input type="checkbox"/>	Contains	X0E 1W0	
Aboriginal Specific	<input type="checkbox"/>	Contains		
Min Grade	<input type="checkbox"/>	Contains		
Max Grade	<input type="checkbox"/>	Contains		
Latitude	<input type="checkbox"/>	Contains		
Longitude	<input type="checkbox"/>	Contains		
School Picture	<input type="checkbox"/>	Contains		
Website	<input type="checkbox"/>	Contains		
Number of Student Enrolled	<input type="checkbox"/>	Contains		
The Level of Connectivity	<input type="checkbox"/>	Contains		
Description	<input type="checkbox"/>	Contains		
Telephone	<input type="checkbox"/>	Contains		
Fax	<input type="checkbox"/>	Contains		
Contact Person	<input type="checkbox"/>	Contains		
Contact Email	<input type="checkbox"/>	Contains		
Connect Type Local Access	<input type="checkbox"/>	Contains		
Connect Type Transport	<input type="checkbox"/>	Contains		
Connect Speed Up	<input type="checkbox"/>	Contains		
Connect Speed Down	<input type="checkbox"/>	Contains		
Telecom Supplier	<input type="checkbox"/>	Contains		
Future Connect Type	<input type="checkbox"/>	Contains		
Future Connect Date	<input type="checkbox"/>	Equals		
Connectivity Note	<input type="checkbox"/>	Contains		
Note	<input type="checkbox"/>	Contains		

Figure 10: Admin site - Advanced search

NOTE: Only use this function when you understand the terms used in the form. Some basic database query acknowledge required.

d. Adding a new school

A user can add a new school by clicking the “Add new” button in the second navigation bar from the top. A new window will open with an empty form and a user can use it to add a new record to the database, see Figure 11.

ABORIGINAL POPULATED SCHOOLS IN CANADA

Schoolinfo, Add new record	
School Name	<input type="text"/>
Address	<input type="text"/>
Province	<input type="text"/>
Postal Code	<input type="text"/>
Aboriginal Specific	<input type="text"/>
Min Grade	<input type="text"/>
Max Grade	<input type="text"/>
Latitude	<input type="text"/>
Longitude	<input type="text"/>
School Picture	<input type="text"/>
Website	<input type="text"/>
Numberof Student Enrolled	<input type="text"/>
The Levelof Connectivity	<input type="text"/>
Description	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Contact Person	<input type="text"/>
Contact Email	<input type="text"/>
Connect Type Local Access	<input type="text"/>
Connect Type Transport	<input type="text"/>
Connect Speed Up	<input type="text"/>
Connect Speed Down	<input type="text"/>
Telecom Supplier	<input type="text"/>
Future Connect Type	<input type="text"/>
Future Connect Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Connectivity Note	<input type="text"/>
Note	<input type="text"/>

Figure 11: Admin site - Add school

e. Inline-adding a new school (Quick Add)

A user can also do inline-adding. When click the “Inline Add” button in the second navigation bar from the top, instead of opening a new window, an empty form is inserted and shown in the current window so a new school can be added without changing windows, as seen in Figure 12.

ABORIGINAL POPULATED SCHOOLS IN CANADA

The screenshot displays the 'ABORIGINAL POPULATED SCHOOLS IN CANADA' admin interface. At the top, a navigation bar includes 'Logged on as admin', 'Log out', 'Advanced search', 'Export results', 'Print this page', 'Print all pages', and 'Import'. Below this, a search sidebar on the left allows filtering by 'all' or 'any' criteria, with fields for 'School Name', 'Province', and 'Postal Code'. The main area, titled 'Schoolinfo', features a toolbar with 'Add new', 'Inline Add', 'Select/Unselect all', 'Save all', 'Cancel', 'Delete selected', 'Export selected', and 'Print selected'. The 'Inline Add' form is active, showing a list of fields for a new school entry: School ID, School Name, Address, Province, Postal Code, Aboriginal Specific, Min Grade, Max Grade, Latitude, Longitude, School Picture, Website, Number of Student Enrolled, The Level of, Connect Type Local Access, Connect Type Transport, Connect Speed Up, Connect Speed Down, Telecom Supplier, Future Connect Type, Future Connect Date, Connectivity Note, and Note. Below the form, a table displays an existing school record for 'Alexis Elementary Junior High School'.

School ID	School Name	Address	Province	Postal Code	Aboriginal Specific	Min Grade	Max Grade	Latitude	Longitude	School Picture	Website	Number of Student Enrolled	The Level of	Connect Type Local Access	Connect Type Transport	Connect Speed Up	Connect Speed Down	Telecom Supplier	Future Connect Type	Future Connect Date	Connectivity Note	Note
1	Alexis Elementary Junior High School	Box 27, Glenevis, Alberta	Alberta	T0E 0X0	Alexis Nakota Sioux Nation	1	8	53.840195	-114.607769	AlexisNSNS.jpg	http://www.alexised.ca/											

Figure 12: Admin site - Inline add

As shown in Figure 12, an empty form is inserted before an existing school record so a user can add a new school from right here.

f. Updating an existing school

A user can update an existing school's information by select the school first and click the "Edit selected" button in the second navigation bar from the top. A new window will open with a form pre-filled with information of the selected school. A user can then either changes the values as needed, as seen Figure 13.

ABORIGINAL POPULATED SCHOOLS IN CANADA

Schoolinfo, Edit record [School ID: 1]

School ID	<input type="text" value="1"/> *
School Name	<input type="text" value="Alexis Elementary Junior"/>
Address	<input type="text" value="Box 27, Glenevis, Albert"/>
Province	<input type="text" value="Alberta"/>
Postal Code	<input type="text" value="T0E 0X0"/>
Aboriginal Specific	<input type="text" value="Alexis Nakota Sioux Nati"/>
Min Grade	<input type="text" value="1"/>
Max Grade	<input type="text" value="8"/>
Latitude	<input type="text" value="53.840195"/>
Longitude	<input type="text" value="-114.607769"/>
School Picture	<input type="text" value="AlexisNSNS.jpg"/>
Website	<input type="text" value="http://www.alexised.ca/"/>
Numberof Student Enrolled	<input type="text"/>
The Levelof Connectivity	<input type="text"/>
Description	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Contact Person	<input type="text"/>
Contact Email	<input type="text"/>
Connect Type Local Access	<input type="text"/>
Connect Type Transport	<input type="text"/>
Connect Speed Up	<input type="text"/>
Connect Speed Down	<input type="text"/>
Telecom Supplier	<input type="text"/>
Future Connect Type	<input type="text"/>
Future Connect Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Connectivity Note	<input type="text"/>
Note	<input type="text"/>

* - Required field

>>>

Figure 13: Admin site - Update

g. Inline-updating an existing school (Quick Update)

A user can also do inline-updating. When click the “Inline Edit” icon right above the selected school record, instead of opening a new window, a form pre-filled with information of the selected school is inserted and shown in the current window so that the user can edit the school information without changing windows, as seen in Figure 14.

ABORIGINAL POPULATED SCHOOLS IN CANADA

Logged on as admin
Log out
Advanced search
Export results
Print this page
Print all pages
Import

Search for: ⌕

search 🔍

Criteria: ☒ all ☐ any

[Add field](#) [Show options](#)

School Name:

Province:

Postal Code:

Search

Details found: 751

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Records Per Page: 20

Schoolinfo
Add new
Inline Add
Select/Unselect all
Save all
Cancel
Delete selected
Export selected
Print selected

✎
✓
↶
📍
🗑

School ID	1
School Name	Alexis Elementary Junior
Address	Box 27, Glenevis, Albert
Province	Alberta
Postal Code	T0E 0X0
Aboriginal Specific	Alexis Nakota Sioux Nati
Min Grade	1
Max Grade	8
Latitude	53.840195
Longitude	-114.607769
School Picture	AlexisNSNS.jpg
Website	http://www.alexised.ca/
Number of Student	<input type="text"/>
Enrolled	<input type="text"/>
Connect Speed Up	<input type="text"/>
Connect Speed Down	<input type="text"/>
Telecom Supplier	<input type="text"/>
Future Connect Type	<input type="text"/>
Future Connect Date	<input type="text"/> <input type="text"/> <input type="text"/>
Connectivity Note	<input type="text"/>
Note	<input type="text"/>

✎
✎
📍
🗑

School ID	2
School Name	Amisk Community School
Address	Box 5000, Lac La Biche, Alberta
Province	Alberta
Postal Code	T0A 2C0
Aboriginal Specific	Beaver Lake Cree Nation
Min Grade	1
Max Grade	12
Latitude	54.701965
Longitude	-112.10008
School Picture	

Figure 14: Admin site - Inline update

h. Deleting an existing school

A user can delete an existing school from the database. To do that, he / she first selects the schools and click the “Delete selected” button in the second navigation bar from the top. A confirmation box will appear and after confirmation, the school record is permanently deleted from the database. The confirmation box looks like in Figure 15.

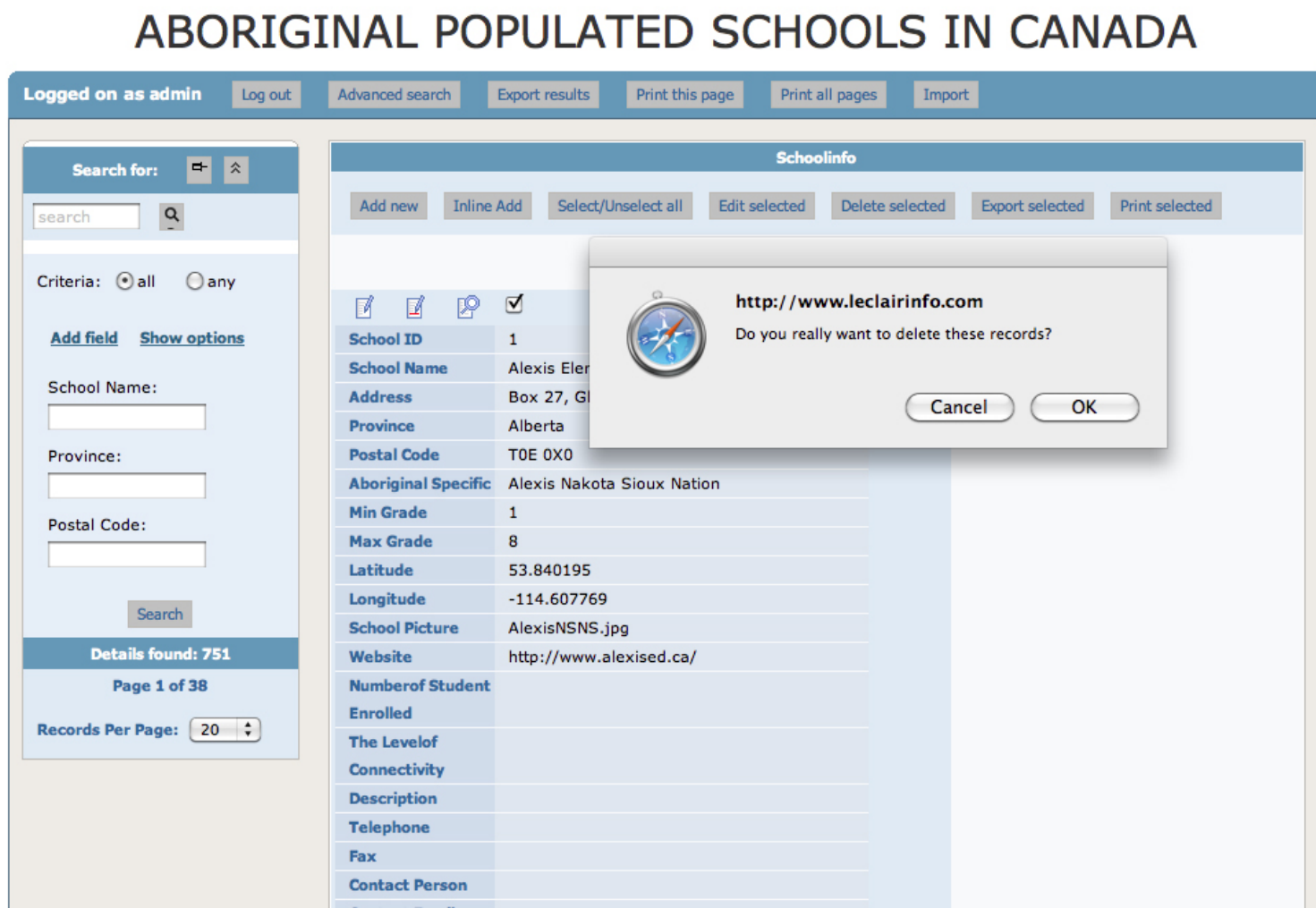


Figure 15: Admin site - Delete

i. Import more schools

Instead of adding one school at a time, the site supports importing multiple schools in one transaction. The data file formats that are supported by the site are the comma-separated (.csv) or to the Excel (.xls) file. To do that, click the “Import” button in the top navigation bar and follow the instruction. The import window looks like in Figure 16.

ABORIGINAL POPULATED SCHOOLS IN CANADA

Import

Browse to the comma-separated (.csv) or to the Excel (.xls) file that you wish to import. The first line in the file should contain the field names.

Select file with data no file selected

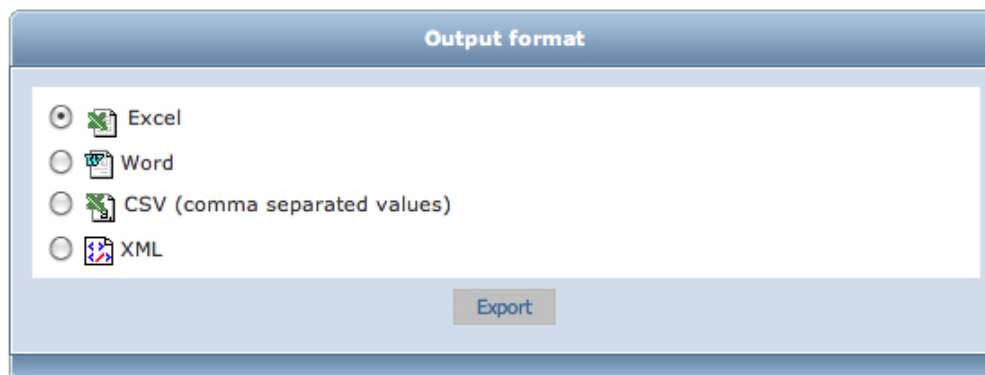
Figure 16: Admin site - Import

NOTE: As mentioned on the page, when importing, the first line in the data source file should contain the field names.

j. Export selected schools' information

A user can export selected schools' information. The supported export formats are Excel, Word, CSV and XML. To do that, he / she first selects interested schools and then click the "Export selected" button in the second navigation bar from the top. A new window will open and looks like in Figure 17.

ABORIGINAL POPULATED SCHOOLS IN CANADA



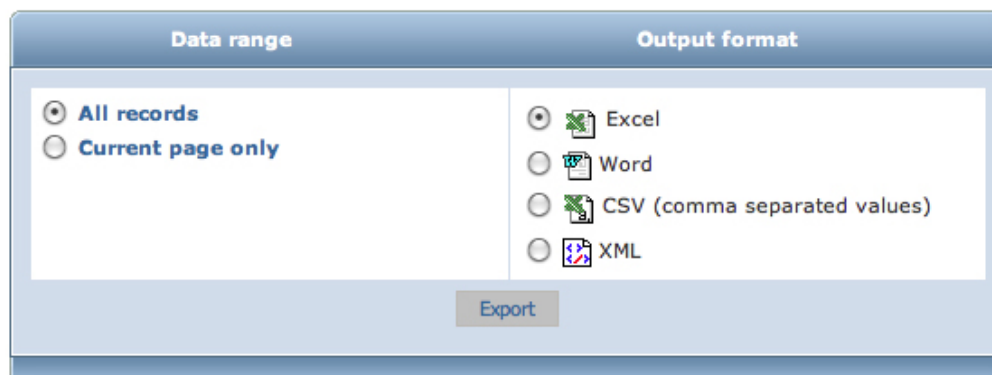
The screenshot shows a dialog box titled "Output format". It contains four radio button options, each with a file icon: "Excel" (green X icon), "Word" (blue W icon), "CSV (comma separated values)" (green X icon), and "XML" (blue X icon). The "Excel" option is selected. At the bottom right of the dialog is a button labeled "Export".

Figure 17: Admin site - Export selected

k. Export all schools' information

A user can also export the information of all schools that are saved in the database. The export page looks like in Figure 18.

ABORIGINAL POPULATED SCHOOLS IN CANADA



The screenshot shows a dialog box with two sections: "Data range" and "Output format". The "Data range" section has two radio button options: "All records" (selected) and "Current page only". The "Output format" section has four radio button options with file icons: "Excel" (green X icon), "Word" (blue W icon), "CSV (comma separated values)" (green X icon), and "XML" (blue X icon). The "Excel" option is selected. At the bottom right of the dialog is a button labeled "Export".

Figure 18: Admin site - Export all

I. Print selected schools' information

A user can print any one or more selected schools' information in spreadsheet format. To do that, he / she can select whichever schools that are interested and click the "Print selected" button in the second navigation bar from the top. The print page looks as in Figure 19.

ABORIGINAL POPULATED SCHOOLS IN CANADA

SchoolInfo

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School ID	School Name	Address	Province	Postal Code	Aboriginal Specific	Min Grade	Max Grade	Latitude	Longitude	School Picture	Website	Number of Student Enrolled	The Level of Connectivity	Description	Telephone	Fax	Contact Person	Contact Email	Connect Type Local Access	Connect Type Transport	Connect Speed Up	Connect Speed Down	Telecom Supplier	Future Connect Type	Future Connect Date	Connectivity Note	Note
1	Alexis Elementary Junior High School	Box 27, Glenora, Alberta	Alberta	T0C 0X0	Alexis Nakota Sioux Nation	1	9	53.840195	-114.607769	AlexisNSHS.jpg	http://www.alexisns.ca/																
2	Amisk Community School	Box 5000, Lac La Biche, Alberta	Alberta	T0A 2C0	Beaver Lake Cree Nation	1	12	54.701965	-112.10008																		
3	Aikameg Sovereign School	General Delivery, Aikameg, Alberta	Alberta	T0G 0C0	Whitefish Lake First Nation	1	12	56.239636	-115.493622																		
4	Cadotte Lake School	General Delivery, Cadotte Lake, Alberta	Alberta	T0H 0N0	Woodland Cree First Nation	1	12	56.472145	-116.381762																		
5	Chief Jacob Redshaw Memorial (Eden) School	Box 116, Langrue, Alberta	Alberta	T0L 1H0	Chiniki First Nation	1	9	50.471807	-114.092771																		
6	Chief Old Sun Elementary School	Box 1279, Siksika, Alberta	Alberta	T0J 3W0	Siksika Nation	1	6	50.707281	-112.91902																		
7	Chief Tallonee School North	Box 310, Fort Vermilion, Alberta	Alberta	T0H 1W0	Tallonee Indian Band	1	6	58.358054	-116.356455																		
8	Chief Tallonee School South	Box 310, Fort Vermilion, Alberta	Alberta	T0H 1W0	Tallonee Indian Band	1	6	58.358054	-116.356455																		
9	Chippewyan Prairie Dene High School	General Delivery, Chard, Alberta	Alberta	T0P 1G0	Chippewyan Prairie First Nation	10	12	55.94052	-110.73745																		
10	Chula Elementary School	205 9911 Chula Blvd, Tsuu T'ina, Alberta	Alberta	T2W 0P6	Tsuu T'ina Nation	1	6	50.990159	-114.505436																		
11	Clarence Jayson (Loon Lake) School	Bag 4, Red Earth Creek, Alberta	Alberta	T0G 1A0	Loon River Cree	1	9	56.542324	-115.38677																		
12	Crowfoot School	P.O. Box 1280, Siksika, Alberta	Alberta	T0J 1J0	Siksika Nation			50.707281	-112.91902																		

NOTE: Due to the huge amount of the information saved in the database, the Figure could not show a complete screenshot.

m. Print the information of the schools that are listed on the current page

A user can also print the information of all schools that are listed on the current. To do that, he / she can select whichever schools that are interested and click the "Print selected" button in the second navigation bar from the top. The print page looks the same as in Figure 19.

n. Print the information of all schools

A user can also print out all schools information in the database by clicking the "Print all pages" from the top navigation bar. The print page looks the same as in Figure 19.

5. Getting Help

If you require assistance with the school-mapping site, please contact:

LeClair Infocom Inc.

P.O. Box 1708

Bureau-Chef Stn

CHELSEA, Quebec, J9B 1A1

Telephone: (819) 827-1174

Fax: (819) 827-4592

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